

SPREADSHEET TOOL FOR ASSIGNING AND TRACKING MANIFEST TRACKING NUMBERS

INSTRUCTIONS

I. Introduction

This document provides instructions on how to use the spreadsheet tool for assigning manifest tracking numbers (MTNs) to print the hazardous waste manifest, and for keeping track of the numbers assigned. 40 CFR 262.21(f)(2) requires each manifest to include a unique, pre-printed MTN that consists of a unique three-letter suffix following nine digits. A user would enter basic information on a print order into the tool to obtain the starting and ending MTN for the order. This information can be provided to pressworkers for production of the order. Please read these instructions before using the tool.

The tool is in a Microsoft Excel file named "MTN Tracking Tool.xls," which is available at the EPA web site. You must have the Microsoft Excel program on your computer to use it. The file includes two "sheets." One is called "Set Up." The other is called "Tool" and includes the spreadsheet. Each sheet has a tab at the lower left corner. Click on it to go from one sheet to the other.

These instructions discuss the following topics:

- Setting up the tool.
- Using the tool.
- Recommendations and best practices.
- What to do when you've used up the tool.

II. Setting up the Tool

Please complete Steps 1 through 6 before using the spreadsheet tool for the first time. After you open the file, go to the "Set Up" sheet. You'll see a table for setting up the tool.

1. **Name the Excel file.** Give the Excel file a unique name such as "MTN Tracking Tool_1.xls" when you download it to your computer. When you have filled it up and need to download a new one years from now, you'll need to give the new one a different name (*e.g.*, "MTN Tracking Tool_2.xls") so you don't save it over the first one inadvertently. To name the file, click on "File" on your toolbar and select "Save As..." When the window comes up, enter your desired file name and click "Save."

2. **Enter the 9 digits of the *first* starting MTN in Row 1 of the Set-Up Table.**
Before you use the spreadsheet tool, you must enter a 9-digit first starting number in Row 1 of the set-up table. The table is linked to the spreadsheet tool so that the number entered into the table will be inserted automatically into the first row of the tool as its first starting number. The first starting number will enable the tool to calculate starting and ending numbers automatically for all orders going forward. The 9-digit starting number you enter must be unique. If you have assigned or printed MTNs already, you must enter a 9-digit first starting number that will ensure that the tool will not duplicate any previously assigned or printed MTNs going forward. If you haven't assigned or printed MTNs before, you may choose a low first starting number, such as "000000101."
3. **Enter the "allowable overrun percentage" in Row 2 of the Set-Up Table (Optional).** It is common practice for commercial printers to print an order with an agreed-upon under- or overrun percentage, such as 10 percent. For example, if a customer asks for 10,000 manifests, the printer might specify a 10 percent under-/overrun, meaning that the finished job will contain between 9,000 and 11,000 manifests. This gives the printer flexibility to satisfy the order if there are damaged, off-specification, or discarded forms during printing operations. If you intend to allow an overrun percentage for each print order, enter the percentage into Row 2 of the table. The percentage entered will be reflected automatically when the spreadsheet tool assigns MTNs to each order. For example, suppose you enter "10" in Row 2. If you subsequently enter a print order into the spreadsheet tool for 10,000 manifests, the tool will assign a starting and ending MTN for 11,000 forms automatically. **Note:** If you don't want the tool to calculate an overrun percentage, enter "0" in Row 2.
4. **Enter your approved three-letter suffix in Row 3 of the Set-Up Table.**
When you complete your job ticket for a print order, you'll need to write down the 9 digits of the starting and ending numbers, followed by your approved three-letter suffix. Type your suffix in capital letters into Row 3 of the set-up table. The suffix will appear automatically as you complete each row of the tool.

5. **Protect your inputs.** You must not change any input in the set-up table after you have used the tool to assign MTNs for production. This could jeopardize the uniqueness of the MTNs assigned. For example, if you changed the allowable overrun percentage, the tool would change all starting and ending MTNs automatically. This would create a discrepancy between the MTNs that had been assigned for production, if any, and the corresponding MTNs in the tool.

To prevent changes to your inputs, go to “Tools” in the toolbar, select “Protection,” and click on “Protect Sheet.” When the “Protect Sheet” window comes up, you must follow its instructions, which vary depending on the version of Excel on your computer. For example:

- If you have Excel 2000, you will need to check all three boxes in the “Protect Sheet” window (*i.e.*, contents, objects, scenarios). You may also enter a password if you’d like (make sure you write it down and keep it in a secure location). Then click “OK.” The set-up table will be protected from inadvertent access.
 - If you have Excel 2003, you will need to ensure that the box, “Protect worksheet and content of locked cells,” is checked. You may also type a password in the “Password to unprotect sheet” box if you’d like (make sure you write it down and keep it in a secure location). In the “Allow all users of this worksheet to” list, ensure that none of the boxes is checked, then click “OK.” The set-up table will be protected from inadvertent access.
6. **Save your work.** After your work is saved, the tool is ready for use. You should review the tool closely as you use it to make sure it is set up and working correctly.

III. Using the Tool

To go to the tool from the “Set Up” sheet, click on the tab, “Tool,” at the lower left corner of the sheet. Each user needs to be familiar with the tool’s operations and limitations before using it. The spreadsheet consists of eight columns and 500 numbered rows. For each order, enter information in a row from left to right. You must complete Columns 2 and 3 for the tool to calculate a starting and ending number. Don’t skip rows between orders.

- **Column 2.** Enter the date that the order is entered into the tool. You may spell it out (*e.g.*, "January 4, 2006") or enter it numerically (*e.g.*, "1/4/06").

- **Column 3.** Enter the quantity of manifests in the order. **Note:** If your tool is set up to calculate an allowable overrun percentage, please be aware of this when you enter the quantity ordered. Your allowable overrun percentage is shown in the table on the Set-Up sheet. **Note:** The tool keeps track of the cumulative number of manifests entered into Column 3. This information is presented at the very bottom of Column 3.

- **Columns 4 and 5.** After you enter the quantity ordered in Column 3, the tool automatically calculates the nine digits of the starting and ending number for that order in Columns 4 and 5, respectively. For example, suppose your allowable overrun percentage is 10 percent. If you then entered an order for 10,000 manifests in Column 3 and the starting number in Column 4 is "000 000 101," the ending number in Column 5 would be "000 011 100." The starting number in the next row would be "000 011 101" (*i.e.*, the ending number in the preceding row + 1).

- **Column 6** presents your three-letter suffix.

- **Column 7.** We recommend that you enter the job number or other information to reference the job ticket or other documentation kept in your files on that order.

- **Column 8.** After you confirm that all of the information entered in the row is correct and assign the numbers to pressworkers, we recommend that you "close out" the row before moving on. To do so, enter your initials in Column 8. This will identify you as the responsible person for that information. In addition, the tool will highlight the entire row automatically. This will make it clear that its numbers have been assigned already and minimize the possibility that a user will refer to those numbers for another order inadvertently.

Note: As a rule, information entered into Column 3 (*i.e.*, the quantity ordered) shouldn't be modified or deleted after the order's MTNs are assigned for production. If you change the quantity ordered in a row after assigning its MTNs for production, the starting and ending numbers in that row will change and create a discrepancy between the numbers assigned and the numbers in the tool. If any subsequent rows in the tool have been completed as well, their numbers also will change. **The only acceptable time to modify or delete information in Column 3 is before the orders affected by that modification or deletion have been sent for production.**

If you mistakenly modify or delete information in a row, you can undo the mistake by clicking on the "undo" button on the standard toolbar above the spreadsheet. A picture of the button is shown here:



Note: Don't attempt to modify the tool's format (*e.g.*, by adding or deleting columns) or formulas. This could interfere with its operation and result in incorrect calculations.

IV. Recommendations and Best Practices

Following are recommendations and best practices for using the tool:

- Remember to save your work each time you complete a row and before you exit Excel, so you don't lose it.
- Keep the tool away from unauthorized access.
- Take steps to avoid common mistakes in assigning and printing MTNs, including the following:
 - Ensuring that all individuals are familiar with the tool's operation and limitations before using it.
 - Ensuring that the quantity ordered in Column 3 is accurate before closing out the row and assigning the MTNs for production.
 - Writing each order's starting and ending numbers onto the job ticket legibly and double-checking them to avoid errors (*e.g.*, transposed digits).
 - Directing pressworkers not to exceed the ending number assigned to each order.

- The tool presents the 9-digits of starting and ending MTNs in a large font and in groupings of three. This is intended only to make them easy to read. **It is not an indication of how they should be formatted on the manifest itself.** In its instructions on the EPA web site, EPA recommends that the nine digits of the MTN be typed consecutively on the manifest, followed by a single space, and then the unique three-letter suffix in capital letters (*e.g.*, **000000001 AAA**). EPA recommends that the MTN be printed in bold, and in an easy to read typeface, such as Century Gothic, and be 3/16 of an inch in height. The MTN must be in black typeface on each copy of the form. Please convey these recommendations to pressworkers.
- Keep back-up documentation of each order's MTNs available (*e.g.*, job ticket, packing list). If you lose some data in the tool (*e.g.*, due to a computer crash), you may need this documentation to re-populate it.

V. What to Do When You've Used Up the Tool

When all 500 rows of the tool are used, you'll need to get a new one from EPA's web site to continue assigning and tracking MTNs. Among other things, you'll need to enter a 9-digit first starting number into the new tool as you did for the previous one. At the very bottom of each tool, a first starting number is identified for the next tool. When you have used up the tool, refer to the number and determine if it is acceptable for entry into the next tool as its first starting number. Please be aware that you, as the registrant or its designee, are responsible for ensuring that the number entered into the next tool is acceptable in all respects. For example, the number must be unique and ensure that the tool will not duplicate any previously assigned or printed MTNs going forward.